



27 Crane Road, Scarsdale, NY 10583

Phone: 914-725-2173 I Website: Yellowacorn.org

Seeks to Nurture an Inclusive and
Diverse Community

Toddler Parent Handbook

2026-2027

WEBSITE
YellowAcorn.org

FACEBOOK
[/YellowAcornMontessori](https://www.facebook.com/YellowAcornMontessori)

INSTAGRAM
[/yellowacornmontessori](https://www.instagram.com/yellowacornmontessori)

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Yellow Acorn Montessori is an Office of Children and Family Services licensed Montessori Preschool, providing care to children ages 18 months to 6 years old. Our goal is to provide excellence in our academic program, a safe environment, and for the children to enjoy daily activities. We believe our Preschool will help your child develop academically, emotionally, and socially. We are equally committed to the safety and well-being of each child at our school.

MISSION

“Knowledge can be best given where there is eagerness to learn, so this is the period when the seed of everything can be sown, the child’s mind being like a fertile field, ready to receive what will germinate into culture.” – *Maria Montessori*

The seed is the gateway through which the future potential of a living tree unfolds. Within it lies the blueprint for growth, while the surrounding environment provides the nourishment, support, and conditions necessary for the embryo to develop, mature, and ultimately contribute to the next generation.

In much the same way, each child carries within them the profound task of self-construction. The Montessori environment, both its carefully prepared physical space and its intangible culture of respect, independence, and community, serves as the fertile ground that nurtures this process. When children are supported by an environment that meets their developmental needs, their innate potential can flourish, taking root and growing into a lifelong love of learning, a strong sense of purpose, and a meaningful contribution to the world around them.

VISION

We are a school that combines highly respected Montessori teaching methods with other proven education practices to develop 21st-century skills, the core elements of knowledge, and the richest learning experience possible for children ages 18 months to 6 years. We seek value in education for sustainable development and a kind, inclusive society at the preschool age. We believe that learning should prepare learners of all ages to find solutions for the challenges of today and the future.

PROGRAM OBJECTIVES

To achieve our mission, we are guided by the following program objectives:

- Adhere to the eight characteristics of the authentic Montessori experience: confidence, self-discipline, intrinsic motivation, the ability to handle external authority, academic achievement, spiritual awareness, and responsible citizenship

- Introduce the children to the joy of learning
- Foster inner security and curiosity
- Promote self-confidence
- Develop initiative, concentration, and persistence
- Encourage a positive attitude towards lifelong learning
- Build a strong foundation for future growth
- Sustain positive interaction and compassion for others.
- Nurturing the nature in our curriculum

CURRICULUM AND ACTIVITIES

The heart of the Yellow Acorn's mission is cultivating each child's natural desire to learn. Capitalizing on the crucial first years of life, Yellow Acorn's toddler program nurtures and guides young children as they begin their journey as lifelong learners. Each child is guided in their own learning within the structure of **Montessori pedagogy**, which is supported by best practices in preschool education. The power of the Montessori teaching approach has been demonstrated by modern research to be a scientific method for enhancing skills, interest, persistence, concentration, self-discipline, and creativity in learning.

The unique flexibility of this curriculum allows us to challenge each child at their own pace. **Our low student-to-teacher ratio of 5:1 in a toddler classroom achieves individualized attention.** We provide carefully designed indoor and outdoor spaces to meet the young child's gross motor development needs. Our program includes regularly scheduled enrichment activities, such as Spanish, music, art, or dance, each taught by teachers specifically trained in these disciplines. We highly value our close working relationships with our families. This partnership is fostered through ongoing personal communication and two conferences each year.

The toddler program (18 months to 3 years) is truly a gift to your child. Our program lays the foundation for a lifetime of successful learning while offering a rich, exceptional preschool education environment. We encourage you to visit us once the kids are phased into the classroom, so you may see firsthand how our program can inspire your child's innate abilities.

As 18-month-old to 3-year-old children share experiences, they are inspired by older classmates, who encourage those who are younger. Their interactions foster positive social skills by spurring each other's imaginations in creative play, sharing new abilities, and learning from each other's efforts. Young children feel at home in the inviting and aesthetically pleasing Yellow Acorn classroom. The environment fosters exploration, order, movement, and freedom of choice. The size of furniture, bathroom, and shelving is proportional to the learners, enabling self-care and the development of independence and confidence.

Children begin to develop work habits at this age and learn to complete a "work cycle": a student will independently choose an activity, complete it, and return materials to their proper place. Long periods of uninterrupted work time allow students to focus and engage in meaningful interactions. The feelings of joy that result from completing tasks with minimal help promote a child's healthy growth of self-esteem and competency. Teachers in the toddler classroom facilitate, guide, and model. They remain present and nurturing, allowing the child to explore and benefit from the classroom environment. Our low student-to-teacher ratio allows teachers to design a curriculum tailored to each child's developmental level and provide individualized guidance.

We want our children to learn, play, and grow in a safe, loving environment. We want our Montessori Preschool to be one that children love attending and parents love visiting.

Sample Class Routine

Following a routine helps provide comfort and confidence to the toddler. Knowledge of the order of activities helps the child acquire a sense of time – a beginning, middle, and end to the session. Here is one example of a typical day in a Toddler class (Note that the timetable changes through the year to meet the dynamic needs of the group).

Time	Schedule
8:45 – 9:00	Arrival
9:00 – 9:25	Outdoor play/bikes/indoor gym
9:30 – 10:45	Work time, circle, special activities
10:45 – 11:15	Food testing, reading circle, playground time
11:15 – 11:30	Goodbye circle/bubbles/dismissal
11:30 – 12:00	Lunch (Full Day Program)
12:00 – 1:15	Rest Time (Full Day Program)
1:15 – 1:45	Work time, circle, special activities (Full Day Program)
1:45 – 2:45	Outdoor play/bikes/indoor gym (Full Day Program)
2:45-3:00	Dismissal (Full Day Program)

The classroom is divided into areas, including block building, practical life activities, art, reading, gross motor, and manipulatives. Art projects are open-ended and focus on the process rather than the product.

OVERSIGHT

Yellow Acorn Montessori is affiliated with the American Montessori Society and licensed as a child day care center with the New York State Office of Child and Family Services. A copy of the Office of Children and Family (OCFS) regulations can be found in our Main Office, website, or given upon request.

Our licensor, Monica Bischoff – Tel: 914-801-3240

New York State OCFS
Westchester Regional Office
117 East Stevens Ave. Suite 300
Valhalla, NY 10595

The OCFS Child Care Complaint Line is 1-800-732-520

HOURS

Yellow Acorn Montessori students will be in session from 8:45 am-11:45 am for Half Day Morning students and 8:45am-3:10 pm for Full Day students. Our program will run from September 1, 2026 – June 23, 2027.

We offer an Early Drop-off program from 7:30 am – 8:45 am and an Extended Day program from 3:10 pm – 5:30 pm. Enrollment is based on availability.

ARRIVAL AND DISMISSAL

A structured policy for dropping off and picking up children helps facilitate smooth transitions to and from school. Formally transferring responsibility for children ensures their safety, fosters their joy, and provides an opportunity for necessary and meaningful communication among their caregivers.

Parents/caregivers are responsible for bringing their child to the teacher in the classroom, hallway, or other designated areas, e.g., back or front entrance, the gym, and the playground. Please hold your child's hand as you walk from the driveway to the designated drop-off area. Arrival and dismissal times are not the best time to engage in conversation with staff members. Please pass on the important information quickly. Use concrete scenarios to reassure your child, such as "I will come to pick you up after your goodbye song or after bubbles".

No toddler should be dropped off at the school's front door or left unattended. We cannot be responsible for your child unless we know he/she has arrived.

Doors to the school will remain closed until class time begins. The teachers use the time before and after class to prepare for the day, keep records, and set up new activities. If parents arrive early with their children, they should not wait in the hallway, on the playground, or in the gym area. The time before the school opens is used to inspect the building for safety and prepare the environment. The children must be supervised by the parent or caregiver during that time.

When class is over, it is important for the children to be picked up on time. Parents who arrive late add to the anxiety many young children have regarding their first school experience. Teachers use the time after class to prepare for the following day. For the safe arrival and dismissal of your child, kindly be prompt in dropping off and picking up.

Due to space limitations and tripping hazards, we are unable to support long-term storage of the strollers. If you need to leave a stroller in emergency situations, kindly contact the office.

EXTENDED DAY

Our Extended Day Program is designed as a peaceful extension of the Montessori day, balancing care, movement, creativity, independence, and continued learning in a nurturing environment. Following classroom dismissal, children are carefully escorted by staff members to their designated afterschool teachers to ensure a smooth and secure transition.

Throughout the afternoon, children continue engaging in meaningful work cycles, intentional experiences, and opportunities for social development from 3:00 PM–5:30 PM. The environment remains child-centered and thoughtfully prepared, allowing children to move through the afternoon with consistency, exploration, and joy.

The extended day experience includes a blend of:

- Independent and collaborative work cycles
- Music and movement
- Art and creative expression
- Theater and dramatic play
- Gross motor and outdoor experiences
- Reading circles and storytelling
- Hands-on sensory and practical life experiences
- Special guests, food tastings, and enrichment activities

Learning and development continue intentionally throughout the remainder of the day through carefully curated experiences that support creativity, confidence, communication, coordination, and independence.

Typical Early Childhood Extended Day Schedule (subject to change)

Time	Experience
3:10–3:30 pm	Bathroom routines and transition into the afterschool environment
3:30-3:45	Food Testing
3:45-4:30	Groos Motor (Outdoor, Indoor)
4:30–4:45	Bathroom Break
4:45–5:15	An enrichment block, which may include combination of music circle, art, theater, movement, book reading circle work cycle or other specials
5:15–5:30	Goodbye circle, Dismissal

All extended day programs maintain required staff-to-child ratios and comply with all applicable New York State OCFS regulations and safety standards.

Sunscreen for Full Day & Extended Day Children

Children who remain for both the full school day and the extended day program and require sunscreen application must provide **two labeled roll-on sunscreen containers**—one for use during the school day and one designated for after-school/outdoor afternoon use. Please note that **roll-on sunscreen is the only sunscreen type permitted**. All sunscreen policies and OCFS medication consent requirements remain applicable during after-school hours.

PLAYDATE AND CARPOOL

To ensure the safety of your child if he/she will be going home from school with a different family member or a friend, please give the classroom head teacher a note, or send an email, with the following information, ***even if the person is one of your emergency contacts:***

- Your child's name
- Who he/she will be going home with; must provide a valid photo ID of the pick-up person
- Parent signature and date

ARRIVAL AND DISMISSAL

A structured policy for dropping off and picking up children helps facilitate smooth transitions to and from school. Formally transferring responsibility for children ensures their safety, fosters their joy, and provides an opportunity for necessary and meaningful communication among their caregivers.

Parents/caregivers are responsible for parking their cars and walking their child to the daily health screening outside of either main entrance or bike yard gate. Parents must hold their student's hand while walking in the parking lot and cannot leave their child unattended, even for a minute, to talk to another parent or use their phone. Parents/caregivers are required to wait until the health screening is cleared. Upon completion of the process, the child will remain with the Head Teacher until all students have arrived.

Children should not be left outside the facility prior to opening hours. Staff will positively acknowledge each child's arrival by warmly greeting children and parents. For example, by going down to the child's level, making eye contact, smiling, and calling the child by name. On arrival each day, parents and staff will briefly share information relevant to the child's care. For example, a change in a child's health status, the development of a new ability, any change in diet, or requests for any supplies, such as clean clothing. Separation is handled sensitively by staff when a child appears anxious about leaving their parent. For example, by providing affectionate physical comfort to the child by holding, talking, or singing, helping the child to become involved in an interesting activity, providing something that will comfort a child, such as a photo of his/her parents, and always assuring a child with a concrete example, such as "Mommy will come after the goodbye song". Kindly be brief and prompt in conveying the message about the children's safe arrival. Avoid longer conversations with the greeter.

POLICY FOR DROP-OFF AND PICK-UP

Children will be dropped off at 8:45 am at the Main Entrance or other designated area. Parents must park in the parking lot and walk their children to the door.

All families and visitors will have access to the Main Entrance only during drop-off and pick-up. Only children and staff who are required for daily operations and to maintain the ratio will be allowed inside the building and classrooms.

Please do not enter the facility if you or your child has any of the following symptoms:

- Fever of 100 or higher
- Cough or shortness of breath
- Difficulty breathing
- Respiratory symptoms

- Chills
- Shaking with muscle Pain
- Headache
- Sore throat

Anyone, including all visitors, staff, and children, who has a fever of 100 degrees Fahrenheit or higher or exhibits respiratory symptoms, including cough or shortness of breath, will not be allowed to enter and/or stay.

Please do not leave any siblings alone in the car while dropping off the child. If you are having difficulty, call us, and if possible, a staff member will aid.

PICKUP

Parents/caregivers or legal guardians are responsible for picking up their child from the designated pick-up area, such as the building's front/main entrance. Names, addresses, and telephone numbers of persons authorized to take a child out of the facility should be filled out neatly in the enrollment forms, along with clarification/documentation of any custody issues/court orders. The legal guardian(s) of the child should be identified, and the necessary documentation provided. A parent or authorized person picking up a child from the school must sign the child out in the designated sign-in/sign-out log. If a previously unauthorized individual drops off the child, they will not be authorized to pick up the child without first being added to the authorization record by the parents or legal guardians.

CHANGES IN PICKUP PERSON

To ensure the safety of your child, if he/she will be going home from school with a different family member or a designated person,

- The person picking up the child must be at least 18 years old.
- The person picking up the child must be named on the child's enrollment form as an authorized person, and/or written permission from the parent must be provided to a staff member at drop-off. Only authorized persons with valid identification will be allowed to pick up from the school. The staff member may verify the identification before releasing the child. Verbal permission, text message, or phone message will not be accepted as valid forms of communication to facilitate the release of the child. Permission slips are attached to this packet.
- In case of an acute emergency, an email can be sent to the head teacher. Parents will ensure that the pickup person will transport children in age-appropriate car safety seats.
-

Kindly be on time to pick up your child. If a child is not picked up at the end of the day and we are unable to contact both parent and emergency contacts, the staff member will stay with the child until the premises close or staff are no longer available to care for the child.

At that time, the staff will contact Child Protective Services, and a full written report of the incident will be documented.

Late pick-up fee:

15 minutes late	\$5.00
30 minutes late	\$10.00
1 hour late	\$20.00

Important: *If we have not heard from you and are unable to reach a caregiver or parent within one hour of dismissal, Child Protective Services will be called.*

TRANSPORTATION

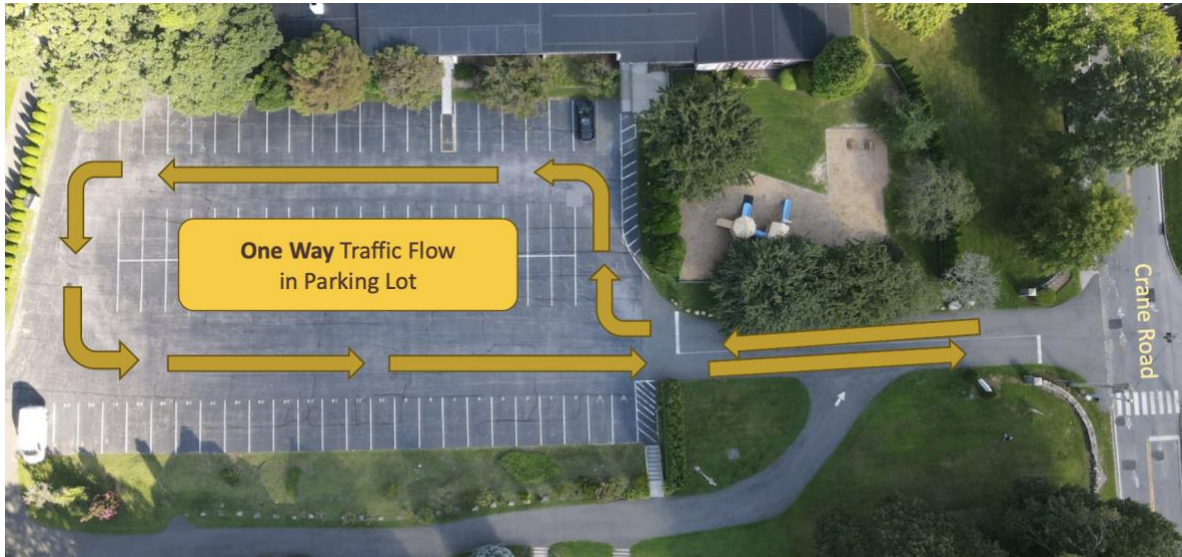
Parents are responsible for providing safe and timely transportation to and from the school. Yellow Acorn will not provide any busing to or from school during the school session.

PARKING

When you approach Crane Road, please slow down.

Parents should follow the flow of traffic and park only in Yellow Acorn designated parking spots. The entire row of parking spaces that are directly across from Trinity Lutheran Church are reserved for paid commuters and are not Yellow Acorn parking spots.

- ***Do not park in a way that blocks the front entrance of the building or the fenced playground stairs.***
- ***Do not park in any reserved parking spots.***
- ***Do not park in the fire lane in front of the entrance to the building.***
- ***Do not park in the middle of the parking lot, blocking other cars from pulling out.***
- ***Do not leave your car parked with the keys inside.***
- ***Do not leave children unattended in the car.***
- ***Do not send your child to school unescorted.***
- ***Do not socialize in the parking lot or near the entrance for safe arrival and dismissal.***



ABSENCES

If the child is absent from the program, there will be no tuition compensation. Our schedule is based on five days a week. It is not possible to offer make-up classes or change the schedule if your child is absent.

Toddler Classroom Hours:

The toddler program will run from September through June. The hours are as follows:

Toddler Early Drop off (M-Fri) - 7:30 am – 8:45 am
Toddler Half Day AM (M-Fri) - 8:45 am to 11:45 am
Toddler Full Day (M-Fri) - 8:45 am to 3:10 pm
Toddler Extended Day (M-Fri) - 3:10 pm – 5:30 pm

TODDLER PHASE-IN

Toddlers will be phased in during September. During this time, our sessions will be shortened. During the first week, the children (5-6 at a time) will attend for one hour. The time is increased to two hours during the second week. A regular schedule is followed beginning with the third week of school. You will receive notice about our phase-in plan before the school year begins. We require an adult to accompany the student during the phase-in period.

SPECIAL NOTES FOR TODDLERS

Separation

Parent-Toddler separation varies for each family. Some children separate easily and may need a parent or caregiver present only once or twice. Others may take more than a month. Parents or caregivers can best help with this process by following some simple suggestions:

- Talk about the program **only** a few days before classes begin.
- Use simple, matter-of-fact words.
- Do not “oversell” the activities.

Remember: Arriving too early or too late to school can lead to confusion, tears, or clinging behavior. Goodbyes are most easily accepted when brief and confident, e.g. “I will pick you up after bubbles. All the mommies come back after bubbles.”

Anxiety

If your child is not ready for you to leave, relax. **Turn off your cell phone.** Stay with us in a low-key manner. Sit in the grown-up chairs provided in the classroom and let your child come and visit you. Continue reading a book without pictures. Do not engage with other parents in the classroom. Try not to bring younger siblings with you. They make it harder for your child when you do leave. Soon you should be able to leave the classroom for coffee breaks in the kitchen. If your child asks for you, a teacher will escort them to you and then back to the classroom. As brief separations lengthen, friendships and the trust of peers will replace your child’s anxiety, and they will relax and begin to enjoy the program. Kindly do not take any audio video recordings or photographs.

SCHOOL DAY CALENDAR (HOLIDAYS/BUILDING CLOSURES)

Please refer to the calendar below.

Yellow Acorn Montessori Calendar 2026-2027

September 26						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 26						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 27						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 27						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 27						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 27						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sep 1	First day of Classes
Sep 7	Labor Day
Sep 21	Yom Kippur
Oct 12	Columbus/Indigenous People Day
Nov 11	Veterans Day
Nov 25	Early Dismissal/Thanksgiving
Nov 26	Thanksgiving Recess
Nov 27	Thanksgiving Recess
Dec 23-31	Christmas Break
Jan 1	New Year Day
Jan 14	Half Day/Conference Days
Jan 15	Half Day/Conference Days
Jan 18	Martin L. King Day
Feb 15-19	Winter Recess
Mar 26	Good Friday
Mar 29	Easter Monday
Apr 19-23	Spring Recess
May 31	Memorial Day
Jun 3	Half Day/Conference Days
Jun 4	Half Day/Conference Days
Jun 18	Juneteenth - Observed
Jun 23	Last Day of School (Toddlers)
Jun 24	Last Day of School (Early Childhood)

School	Days
Sep	20
Oct	21
Nov	18
Dec	16
Jan	19
Feb	15
Mar	21
Apr	17
May	20
Jun	18

Total 184

Conference Days

Jan 14 & 15	Half Day School
Jun 3 & 4	Half Day School

In event that Yellow Acorn exhausts snow days, we will be in session on April 23, April 22, and April 21.

IMPORTANT DATES

- September 1 – First Day of School
- January 14 – Parent/Teacher Conference (Half Day of School)
- January 15 – Parent/Teacher Conference (Half Day of School)
- June 3– Parent/Teacher Conference (Half Day of School)
- June 4 – Parent/Teacher Conference (Half Day of School)
- June 23 – Last Day of School for Toddlers
- June 24 – Last Day of School for Early Childhood

HOLIDAY AND BUILDING CLOSURES

- September 7 – Labor Day
- September 21 – Yom Kippur
- October 12– Columbus Day/Indigenous People Day
- November 11 – Veterans Day
- November 25 – Early Dismissal/Thanksgiving Recess
- November 26-27 November 25 –Thanksgiving Recess
- December 23-31– Holiday Recess
- January 1 - New Year Day
- January 18– Martin Luther King Jr. Day
- February 15-19– Winter Recess
- March 29– Easter Monday
- April 19-23 – Spring Recess
- May 31– Memorial Day
- June 18 – Juneteenth - Observed

ADMISSION POLICY AND DISENROLLMENT

Any parent who wishes to enroll their child in Yellow Acorn Montessori must complete an Application for Admission, available on our website or by request from the Main Office.

We follow a rolling admissions process and accept applications throughout the year as space becomes available.

When openings occur, enrollment priority is given in the following order:

- Currently enrolled families seeking placement for a sibling.
- Alumni families seeking placement for a sibling.
- Families on the waitlist.

Admission decisions are based on available space, program needs, and the need to maintain a balanced classroom community.

Waitlist Policy

Families may apply to be placed on our waitlist when no immediate openings are available. Our waitlist is highly dynamic and changes frequently as applications are received; families make enrollment decisions, and program availability evolves throughout the year.

Because of the fluid nature of the waitlist, Yellow Acorn Montessori does not provide numerical waitlist positions or rankings. Placement on the waitlist does not guarantee admission, and families will be contacted directly if a space becomes available that is appropriate for their child.

We encourage interested families to keep their contact information up to date and to notify the school of any changes that may affect their enrollment plans.

Yellow Acorn Montessori is committed to maintaining a fair and transparent admissions process while creating a nurturing and well-balanced Montessori environment for all children.

Please refer to the **Yellow Acorn Montessori Parent Tuition Agreement** for information regarding the annual tuition schedule. Any parent who wishes to disenroll their child must complete the Disenrollment Form and submit it to the School Director. Note that parents are liable for full tuition for any early withdrawal from school.

TUITION AND FEES

Toddler Half Day Morning (September – June from 8:45 am to 11:45 am): \$16,500

Toddler Full Day Program (September – June from 8:45 am to 3:00 pm): \$20,500

Early Drop off Fee: \$2,000 (September – June)

Extended Day Fee: \$4,000 (September – June)

Occasionally, parents request that their toddler child attend extended day, as needed. If possible, we will accommodate you. Please inquire with the school administration for approval. Extended Day per-diem fees are \$50/day.

FAMILY DISCOUNTS

We offer a 5% discount for each additional child (this discount does not apply to Early Drop Off or Extended Day).

TUITION, PAYMENT AND LATE FEES

Yellow Acorn accepts payments through Zelle (mobile: (917) 584-4548) or by check (payable to Yellow Acorn Montessori LLC). If paying by credit card (e.g., Dependent Care FSA card) Yellow Acorn will add a 3% credit card processing fee (charged by QuickBooks) to the payment. There is a \$30 fee for returned payments.

Tuition may be paid in the following options.

- **One payment in full by June 1, 2026.**
- **Three payments** (June 1, 2026, September 1, 2026, and January 15, 2027). A late charge of \$10 per day will be charged after the due date.
- **Monthly Installments** (10 payments June 2026 to March 2027 due at the beginning of each month). A late charge of \$10 per day will be charged after the due date. There is also a 3% convenience fee for monthly payments.

Please indicate on the application form the payment schedule you want to follow.

An application fee - \$100 is due with an application for new students. This fee is nonrefundable.

Tuition Deposit - \$1,000 is due with an application for new and re-enrolling students and will be applied to the tuition fees for the month of March 2026 or the last payment of the school year.

Payment is due on the first day of each month unless otherwise noted. A late charge of \$10.00 per payment will be assessed on all payments received after the due date. A \$30 fee will be charged if a check is returned to us for any reason.

TUITION AGREEMENT

The Parent/Guardian(s) understand that enrollment requires a commitment for the entire school year from September 1, 2026, to June 24, 2027. Tuition and fees are non-refundable, and the Parent/Guardian(s) recognize that the Parent/Guardian(s) are obligated to pay for the full school year from September 1, 2026, through June 24, 2027,

even if they withdraw the Student from the School. There will be no reduction in tuition and fees for absences, holidays, or partial months.

The Parent/Guardian(s) further understand that, in signing the Agreement, the Parent/Guardian(s) are agreeing to abide by the terms described in the Agreement regarding the payment of tuition and fees. No refund or cancellation of tuition or fees will be made by the School for the Student's absence or withdrawal before June 24, 2027.

If any lawsuit ensues between the School and the Parent/Guardian(s) as to the enforcement of any of the terms and provisions of the Agreement then, in addition to any other legal relief that a party may receive, the prevailing party shall receive an award of reasonable attorney's fees and court costs against the non-prevailing party.

A non-refundable tuition deposit of \$1,000 is due upon acceptance of the Student. The tuition deposit shall be applied to the Parent/Guardian(s) tuition obligation in the last payment for the 2026-2027 school year, provided the Student is still enrolled in the school at that time.

The remaining tuition and fees may be paid in the following ways:

1. **Payment in full to the School** by electronic means (Zelle) or a check, payable to 'Yellow Acorn Montessori', by June 1st, 2026. If paying by credit card (e.g., Dependent Care FSA card) Yellow Acorn will add a 3% credit card processing fee (charged by QuickBooks) to the payment. There is a \$30 fee for returned payments.
2. Payment of all fees due to the School by electronic means (Zelle) or check, payable to 'Yellow Acorn Montessori, by June 1, 2026, accompanied by enrollment in the School's **Three Payments Tuition Installment Plan** or the **Monthly Installments Tuition Payment Plan**. If paying by credit card (e.g., Dependent Care FSA card) Yellow Acorn will add a 3% credit card processing fee (charged by QuickBooks) to the payment. There is a \$30 fee for returned payments. A late charge of \$10 per day will be charged after the due date. There is a \$30 fee for returned payments that will be applied to both the Three payments Tuition Payment Plan and Monthly Installment Plan. For the monthly installment plan there is a 3% convenience fee, which will be charged along with the monthly payment.

The Parent/Guardian(s) agree that in the event of any failure or delay in the School's performance under the Agreement resulting from causes beyond the School's reasonable control and occurring without its fault or negligence, including without limitation, fire; pandemics; Government restrictions; wars or insurrections; civil or military disturbances; acts of terrorism; sabotage; strikes; power failures; computer failures and any other such circumstances, the obligation of the Parent/Guardian(s) to pay tuition will not abate, be

reduced or be eliminated and the School shall not be liable for any such failure or delay in its performance.

The Parent/Guardian(s) understand that the School may replace in-person classes with remote learning or a combination of remote and in-person instruction and/or that the School schedule may be modified or extended, at the School's discretion, and that there will be no reduction in tuition due to changes in the manner of delivery of instruction. The Parent/Guardian(s) acknowledge that their execution of the Agreement is not contingent upon any program, curriculum, employee, or enrollment level, and understand that the School retains the right to change the School's programs, curriculum, or workforce in its discretion.

The Parent/Guardian(s) further understand that current and/or past enrollment in the School does not ensure future re-enrollment and that the School reserves the right to decline re-enrollment to any student. The School is not obligated to provide early notification and it is expressly agreed that late notice shall neither be a breach of this Agreement nor a basis for re-enrollment.

The School further reserves the right to dismiss the Student for excessive biting; uncontrolled hitting; physical or emotional problems that require excessive one-on-one attention; behavioral problems that are disruptive to the classroom atmosphere and other students; the Parent's refusal to seek professional help when suggested as being in the Student's best interests; inability of the School to meet the needs of the Student, as determined by teaching staff consensus; and the Parent's disrespectful behavior towards other parents, children, teachers, administrators or any other staff. If the School deems such measures to be necessary, either in the interest of the Student or the School, it may do so with a written letter to the Parent/Guardian(s). In such an event, except for a pro-rata portion for the period in which the Student attended the School, any tuition paid by the Parent/Guardian(s) will be refunded.

FORMS

We are required by law to have certain forms and information in your child's file. The list of requirements is below:

- Day Care Registration (with child's passport-size photo)
- Medical Statement
- Emergency Release Form
- Photo Consent Form
- Class List and Release
- Tuition Agreement
- Parent Questionnaire
- Acknowledgement of Parent Handbook

Each medical form is valid for one year from the date of your child's physical exam. No child will be admitted into the school without these forms.

If your child has a Severe Food Allergy that requires medication, you will need additional Medical Forms pertaining to the child's individualized medical plan and/or anaphylaxis action plan, completed by their doctor and you. All staff members will be made aware to catch early symptoms and how to follow the emergency medical care plan written by your child's healthcare provider.

Enrollment forms must be completed and returned to school no later than June 1, 2026.

If during your child's time with us, there is a change of employment, home address, or telephone number, it is the parent's or legal guardian's responsibility to notify the school management in writing of such changes. Our leadership must always be able to contact the responsible parent/guardian during the school's regular hours of operation.

Yellow Acorn admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational or admission policies.

PHOTO RELEASE

Yellow Acorn requires each child to have a Photo Release Form on file. Parents may choose to approve or decline permission for Yellow Acorn to use their child's photographs on Montessori Compass and other school platforms, Yellow Acorn's social media platforms, within the school building, and on child-specific projects.

At times, Yellow Acorn may host teacher interns from various Montessori Training Centers. All teaching interns are fully cleared through OCFS, employed by Yellow Acorn Montessori, and work under the supervision of a Head Teacher. Interns may be observed by their field consultant either in person or via video observation.

Any videos recorded for observation purposes will only be viewed by the intern and their assigned field consultant. Videos will be removed from the Google Drive folder following the consultation. Field consultants understand that they may have access to confidential information regarding the intern, classroom, and students. Consultants will only review materials related to the interns they supervise and will not share any confidential information with others.

Parents who object to their child being included in video observations for intern supervision purposes may submit a request to the School Director to exclude their child from these observations.

MEALS

Our school will keep a supply of healthy snacks for the children to ensure they receive a well-balanced diet. At Yellow Acorn, the children are offered food, but they will not be forced to eat. Our goal is to offer nutritious snacks to the children in our care, as nutrition is vital to a child's health. Children attending a half-day session will bring snacks and a water bottle from home. Children staying for the full day will bring lunch as well. The snack should be packed in a container that is easy for your child to open and close. Please label the containers, lunch/snack bag, and utensils with your child's name clearly.

All parents should notify the school of any allergies or special diets prescribed by a physician. Food allergies can be life-threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. We request all parents to be mindful of allergies in the classroom. Teachers will send home an allergy list at the start of the school year. In addition to being a nut-free environment, certain foods may be restricted in the classroom depending on the children's food allergies.

Snack and Lunch

As parents and staff, we all share a basic desire that our children eat nutritious food in a pleasant atmosphere. Good nutrition is important and something that we are all concerned about. We strongly believe that, consistent with our interests and concerns, we need to do our best to ensure that each child in our school is provided with wholesome, healthy food.

We hope you will carefully read our policy regarding snacks and lunch:

1. Please send your child's snack for the half-day session and snack and lunch for the full-day session. Snacks and lunch should be kept in a soft-sided, upright lunch box, with his/her name clearly marked on it. Send appropriate cutlery with your child if needed for yogurt, pasta, etc.
2. Send food your child likes. Food that must be eaten warm can be sent in an upright thermos. We cannot heat any food in the microwave. All lunches will be stored in the refrigerator. When packing your child's lunch, consider using some of your child's favorites from this list:
 - Strips or chunks of fresh raw vegetables like carrots, string beans, celery, whole peas in a pod, peppers, cucumbers, and cherry tomatoes.

- Cut up cheese, sliced egg, yogurt, cottage cheese, cereal, and leftovers from dinner.
 - Fruit, tuna fish sandwiches, cream cheese on raisin bread, etc.
 - Whole-grain bread or crackers.
 - Please be mindful of the allergies in your child's class. Kindly do not send anything containing nuts or tree nuts.
3. *Please do not send any of the following for snack or lunch:*
Soda, Cracker Jacks, candy, gum, lollipops, any junk food, nor any of the cake and cookie type items like Twinkies, Ring Dings, etc.

Additional Suggestions:

Remember to choose foods your child enjoys eating. Preparing lunch with your child the night before often leads to a more leisurely morning routine.

Due to the increased incidence of allergies and asthma, we kindly request that you refrain from sending peanuts, tree nuts, or any other allergen that may cause an allergic reaction. An allergy list will be posted outside of your child's classroom and shared with parents.

Food Allergy Guidelines

Our staff strives to provide a safe and healthy environment for all children. We follow these guidelines to the extent possible, but we cannot guarantee that our environment will be completely free of food or other allergens that might cause a severe reaction.

- All children's allergies requiring treatment must be documented by a medical professional, including symptoms indicating a reaction and instructions for administering medication. Appropriate Yellow Acorn School documentation must be completed and turned in before the start of school.
- We talk to the children about the importance of keeping the classroom safe and healthy for fellow classmates.
- We encourage frequent hand washing, especially before and after meals.
- We clean tables and other work surfaces several times a day, before school begins, before lunch, after lunch, and at the end of the session.
- We do not permit the sharing of lunches.
- We post lists of allergies in every classroom. The teachers and assistants are required to be familiar with every child's allergy and emergency medicine.
- We make every effort to avoid serving foods that contain peanuts or tree nuts or may contain traces of such foods.

- Other foods such as shellfish, eggs, or milk may be served on a classroom-by-classroom basis depending on the food allergies present in that classroom.
- If children have life-threatening allergies to foods, we ask that the family provide an acceptable snack to be kept in school and served as an alternative, as needed. If their parents request, these children may sit apart from the others when eating snacks or lunch.
- We ask that parents speak with their child's classroom teacher about children with allergies before sending in special snacks or treats.
-

Our guidelines apply to all events in the building in areas where children are present.

Little Green Gourmets

Families have the option of purchasing lunch for their children. Lunch is provided by Little Green Gourmets. Meals are healthy, fresh, and delivered daily. More information is provided before the start of the school year regarding ordering meals.

Information on Healthy Living

At Yellow Acorn Montessori, we strive to promote healthy living habits for our children. We share the following information with you about healthy food and beverage choices and the prevention of childhood obesity. At Yellow Acorn, we ask that parents provide a healthy lunch and snack for their children. In addition to healthy food, Yellow Acorn will:

- Engage children in daily physical activity.
- Ensure staff supervise children at mealtimes and model appropriate table manners and conversation.
- Include healthy eating habits in our classroom curriculum.

The following should be encouraged at home to help your child establish healthy living habits:

- Offer fresh fruits and vegetables often, and encourage children to try new ones.
- Allow your children to help with food preparation, table setting and food planning at home.
- Cook and bake with your children.
- Chart how many different fruits and vegetables your family eats each week.
- Eat meals together as a family.
- Talk about healthy foods that your family likes to eat.
- Stay active as a family by going outdoors and participating in outdoor activities.
- Limit screen time and model this for your children.

For more information about healthy living, visit:

Choose My Plate

www.choosemyplate.gov

Eat Smart New York
www.otda.ny.gov/programs/nutrition

Core Nutrition Messages for Healthier Food Choices
www.fns.usda.gov/fns/core-nutritionmessages/default.htm

HANDWASHING, HEALTH, AND SAFETY

All adults and children will follow proper hand hygiene guidance, washing hands frequently with soap and water. Hand washing will be performed as follows:

- Upon arrival in the classroom in the morning
- Before and after eating meals and snacks
- After blowing noses, coughing, or sneezing, or when in contact with body fluids
- After toileting or changing diapers
- After returning from outside play

Parents should only bring necessary items from home, such as extra clothes, diapers, and pull-ups. Children attending the Full Day Toddler session should bring sleeping bags and covers approved by the school for nap time.

CLEANING AND DISINFECTION

All surfaces and objects that are frequently touched, such as tables, doorknobs, counters, desks, phones, keyboards, faucets, toilets, sinks, and light switches, will be routinely cleaned, sanitized, and disinfected.

All toys and surfaces will be cleaned and sanitized at the beginning and/or the end of the day. All toys that are put in a child's mouth will be cleaned and sanitized.

EMERGENCY PLANS

Your children's safety is critical, and they are always supervised by the appropriate and mandated adult-to-child ratio.

EMERGENCY DRILLS:

To be prepared for emergencies, we conduct monthly fire drills and two shelter-in-place drills per year. We ensure that all escape routes are designated. We teach children the

evacuation procedures using developmentally appropriate language. In the event of an emergency, we will call or text you with updates on events and student collection locations.

Shelter in Place

To ensure the health, safety, and emotional needs of children in the event of an emergency, Yellow Acorn Montessori will conduct two Shelter-in-Place drills annually. Staff will notify parents in advance of this drill. Staff will be fully trained on the school's Shelter in Place procedure, and children will be informed, in a developmentally appropriate way, why drills are being conducted. Yellow Acorn will maintain a record on file of each Shelter-in-Place drill conducted.

EVACUATION PLANS:

In Place Evacuation:

If an emergency occurs and an "in place evacuation" is necessary due to events such as a tornado or a chemical spill, the children will be kept inside the classrooms at the facility. The children will remain there under the care and supervision of their teacher until dangerous conditions subside. If children are exposed to toxic fumes or injured during the emergency, they will be transported to the White Plains Hospital Emergency Room by ambulance, where they will be examined by a healthcare professional, and the parents/guardians will be contacted.

On-Site Evacuation:

If an emergency occurs and "on-site evacuation" is necessary due to events such as a tornado, chemical spill, etc., the children will be kept at the facility, but they will be moved to the back playground, bike area, front parking lot, or any other part of the building that is deemed safe. The children will remain there under the care and supervision of their teacher until dangerous conditions subside. If children are exposed to toxic fumes or injured during the emergency, they will be transported to the White Plains Hospital Emergency Room by ambulance or private vehicle, where they will be examined by a healthcare professional, and the parents/guardians will be contacted.

Off-Site Evacuation:

If an emergency occurs, an "off-site evacuation" is necessary in the event of a fire, flood, or similar incident. The children will be relocated to our primary or secondary evacuation sites. Our primary site is the Trinity Lutheran church (25 Crane Road, Scarsdale, NY 10583). Our secondary site is the Scarsdale Post Office (29 Chase Road, Scarsdale, NY 10583). The teacher will carry the pre-prepared Emergency Supplies Kit, which can provide supplies for immediate needs and sustain staff and children if sheltering in place is required for extended periods (e.g., 72 hours). Parents will be notified via phone call and/or a text message that children have been evacuated off-site.

The children will remain at the alternate site under the care and supervision of our staff while parents/guardians are contacted. When parents/guardians are contacted, they will be informed of the situation and can either pick up their child or authorize care for the remainder of the day. If children are exposed to toxic fumes or injured during the emergency, they will be transported to the White Plains Hospital Emergency Room or nearest hospital by ambulance, where they will be examined by a healthcare professional, and the parents/guardians will be contacted.

Major Disasters or Emergencies:

If a major emergency or disaster occurs (such as major environmental hazards, tornadoes, hurricanes, earthquakes, etc.) and/or a mandatory evacuation is ordered, children will be transported to a Red Cross designated mass shelter by private vehicle if an ambulance is not available. The children will remain at the Red Cross shelter under the care and supervision of our staff while parents/guardians are contacted. When parents/guardians are contacted, they will be informed of the situation and will be asked to arrange to pick up their child. If children are exposed to toxic fumes or injured during the emergency, they will be transported to the White Plains Hospital Emergency Room or nearest hospital by ambulance or private vehicle, where they will be examined by a healthcare professional, and the parents/guardians will be contacted.

Our Safety and Emergency Plan will be reviewed annually and updated as needed. The review dates will be documented, and the plan will be made available for immediate review by staff, parents, and Child Care Licensors during business hours or via email.

CHILD INJURIES AND ACCIDENTS

Your children's safety is the highest priority. We inspect the classroom, bathroom, and playground every day before the children arrive and children are always supervised during program hours. Most of our staff members are CPR, first aid, AED trained, MAT certified, and they have familiarity with the administration of EpiPen. Our staff members are trained to catch early signs of medical conditions that require immediate attention. Some of the medical emergencies that would require urgent medical care by health care professional are:

- Loss of consciousness
- Semi-consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils
- Seizure
- Neck or back injury
- Continuous clear drainage from nose/ears after a blow to the head
- Severe headache

- Stiff neck or neck pain when head is moved
- Hives that appear quickly
- Very sick child who seems to be getting worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over.
- Abdominal pain after a blow to the abdomen
- Possible broken bones
- Shock

If your child is injured on the school premises, the teacher will inform you in person (at pick up time) about incidents such as minor scrapes. You will be informed by telephone after the incident about other injuries, such as bumps to the head, large or small. You will be asked to read and sign an accident report at pick-up time on the day the accident occurs. If a parent is not picking up, we will email a copy to sign and return to us in a timely manner.

TODDLER CARE – DIAPERS AND CLOTHES

Parents must provide pull-ups and wipes for their children ages 18 months to 36 months who are not toilet trained. We change diapers while standing. Pull-ups provided by the parents will be stored at school. Your classroom teacher will remind you to replenish the supply. Diapers will be changed every 2 hours or sooner if soiled. Our staff is trained to help potty-train children ages 18 to 36 months. During potty training, children will be taken to the restroom several times throughout the day and encouraged to use the toilet. The school and parents will work in unison when the child shows readiness for potty training. Once a child consistently uses the toilet, the head teacher will instruct the parent to transition the child to underwear. All children will need at least one change of clothes to be kept at the school in case of accidents. Send in a box of baby wipes and a complete change of clothing (including socks and sneakers) in a labeled, clear plastic container.

Clothing

Children should be dressed in washable play clothes and sneakers. Try to use child-friendly fasteners whenever possible. Zippers, snaps, belts, and suspenders are more difficult for children to dress and undress independently. Use elastic waist pants and Velcro shoes/sneakers whenever possible. **Label all clothing and anything that your child brings to school.**

All children should come dressed to play outdoors...even in the cold. We follow the weather watch report below to determine if outdoor play is suitable. This means warm coats, hats/hoods, mittens, and boots when there is snow! Please label everything with your child's name. When your child wears boots to school, please send sneakers with him/her to change into once inside. We will require a pair of indoor, closed-toe,

waterproof shoes to be kept at the school. Please do not send crocks, sandals or other open-toed shoes. Shoes that have lights or sounds are not permitted.

Understand the Weather

Wind-Chill



- 30° is *chilly* and generally uncomfortable
- 15° to 30° is *cold*
- 0° to 15° is *very cold*
- -20° to 0° is *blister cold* with significant risk of *frostbite*
- -20° to -60° is *extreme cold* and *frostbite* is likely
- -60° is *frigid* and exposed *skin will freeze* in 1 minute

Heat Index



- 80° or below is considered *comfortable*
- 90° beginning to feel *uncomfortable*
- 100° *uncomfortable* and may be *hazardous*
- 110° considered *dangerous*

All temperatures are in degrees Fahrenheit

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
40	40	36	34	32	30	29	28	28	27	
30	30	25	21	19	17	16	15	14	13	
20	20	13	9	6	4	3	1	0	-1	
10	10	1	-4	-7	-9	-11	-12	-14	-15	
0	0	-11	-16	-19	-22	-24	-26	-27	-29	
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)																
Air Temperature (F)	Relative Humidity (Percent)															
	40	45	50	55	60	65	70	75	80	85	90	95	100			
80	80	80	81	81	82	82	83	84	84	85	86	86	87			
84	83	84	85	86	88	89	90	92	94	96	98	100	103			
90	91	93	95	97	100	103	105	109	113	117	122	127	132			
94	97	100	103	106	110	114	119	124	129	135						
100	109	114	118	124	129	130										
104	119	124	131	137												

NAP TIME

Children enrolled in the full-day program will have a 1-hour rest period in the classroom with their peers after lunch. Nap time is scheduled from approximately 12:00 pm to 1:00 pm for toddlers attending the full-day program. At the school, we provide each child with a cot during nap time. Parents must provide a sleeping bag and cover approved by the school and take it home weekly, to be washed and returned.

During their nap/rest time, the children lie on individual cots, the classroom lights are dimmed, the blinds are closed, and the teachers are available to rub backs. All cots are located in safe areas of the classroom. They are located in a draft-free area where children will not be stepped on, where egress is not blocked, where a person can move freely and safely within the napping area to check on or meet the needs of children, and where they are at least 2 feet apart. Children unable to sleep during nap time shall not be confined to a cot and are offered a supervised place for quiet play. Teachers circulate to monitor the resting children. Children are allowed soft toys, which can help them to fall asleep. In this

scenario, soft toys will stay at school during the week and go home on Fridays to be cleaned over the weekend.

Nap Roll and Cover:

Tot Cot® Zippered Travel Carrier – Urban Infant (Nap roll travel carrier)
Amazon.com : Urban Infant Tot Cot All-in-One Modern Preschool/Daycare Nap Mat with Washable Pillow and Elastic Corner Straps | 52 x 22 Inches - Poppies : Baby

Children are required to rest/nap with shoes on. Please send your child with an extra pair of shoes to stay in school. We require sturdy shoes with solid soles for emergency evacuation in any weather, to allow the children to walk out safely. **Please do not send Crocs, slippers, or shoes that light up or make noise.** For hygiene purposes, rest shoes will not be used for daily outdoor activities.

SCREEN TIME

Screen time/television viewing is only done occasionally, no more than half an hour at a time, and is limited to educational programs geared towards children 2 years and younger that complement our curriculum. Children are never required to sit and watch TV, and TV is not offered in place of free play or learning activities.

BITING

Biting is a normal stage of development that is common among infants and toddlers, and sometimes even among preschoolers. It is something that most young children will try at least once. Children also learn through imitation, and sometimes a bite may occur because a child has seen others doing it. We may go through a period of time with no biting incidents, followed by a period of time in which we have a “rash” of incidents. It is our responsibility to intervene so that biting does not look like a good thing to do.

There are a few things we do to try to prevent biting:

- We model kindness, caring, and gentleness so that these behaviors may be imitated by the children.
- We get to know our children well so that we can sense when tension is in the air and try to redirect a behavior before it happens.
- We help children use their words to solve problems and work things out.
- We balance our day so that children have an opportunity to participate in stress-relieving activities such as outdoor play, sensory play, music, and art.

Despite our preventive efforts, a bite will sometimes happen. When a bite occurs, we attend to the injured child first. The injured child receives a large portion of comfort and

kindness. The biter actually receives little or no attention. We make it firmly clear to the biter that biting hurts and that we do not bite people. In an effort to provide limited “reward” to the biter, the attention remains on providing comfort to the child who has been bitten.

When a child is bitten an entry concerning the incident is written in the medical log. Both families (the child who did the biting and the child who was bitten) receive written or verbal notification of the incident. It is our policy to keep the name of the biter confidential. It serves no constructive purpose to provide this information. If biting becomes a frequent behavior of a particular child, we may ask the child’s parents to help us establish strategies to deal with the biting behavior and develop strategies for change.

GUIDANCE AND DISCIPLINE

We aim to cultivate a child’s will kindly. We train young minds with love, respect, consistency, and the understanding of young children’s natural impulses. For us, the real word for discipline is positive training, not punishment. Our goal for the classrooms is for children to be well cared for, and for all children to be happy, clean, and well fed. Our learning program is especially geared towards fun while the child learns. We strive to make each day a fun, safe, nutritional, and educationally balanced experience for every child. Our parents are encouraged to visit the school and their child whenever the child is in attendance, and to discuss any questions or concerns with the head teacher by prior appointment.

Our staff members DO NOT: Inflict corporal/physical punishment, nor verbally, physically, or sexually abuse any child. We model and reinforce positive behavior. We will also notify the parents of the behavior and ask for a kind reinforcement at home. If a child needs a behavioral management plan, the school will work with the family to implement it.

CHILD ABUSE

By State Law, all employees are required to immediately report any suspicions of child abuse or maltreatment. The staff member who has direct knowledge of suspected abuse or maltreatment will call the Statewide Central Register of Child Abuse and Maltreatment (SCR) and in case of imminent danger, 911. Because the School is a licensed regular day care center, its employees or volunteers may also be subject to SCR reporting. In this scenario, please inform the Director as well. If a complaint were to surface from a parent to us directly, we would:

1. Listen, take notes, question, and generate specifics
2. Immediately question the staff

3. If abuse is suspected, we would notify appropriate agencies and take immediate action. Staff involved would be placed on unpaid leave while the inquiry is ongoing. Staff members are not authorized to speak to any members of the media or post or comment on social media.

After an Investigation, we would:

1. Pay any innocent staff for lost time/wages.
2. Continually update staff and parents of further developments.

SPECIALIZED SUPPORT SERVICES

At times, children may receive support from specialized service providers such as speech-language pathologists, occupational therapists, physical therapists, behavioral specialists, or Early Intervention (EI) / Committee on Preschool Special Education (CPSE) providers. Yellow Acorn Montessori values collaboration with families and service providers to support each child's development while maintaining the Montessori philosophy, classroom independence, and uninterrupted work cycles.

Notification and Approval

- Parents must inform Yellow Acorn Montessori administration if their child will receive services from EI, CPSE, or any other specialized service provider during school hours.
- All therapy or specialized support services must receive prior approval from school administration before services may begin on campus.
- Parents are responsible for providing the therapist's contact information, credentials, agency affiliation (if applicable), parental consent, and, upon request, a copy of the child's service plan or therapy goals.
- Approval for on-site services is contingent upon the completion of all required school and regulatory documentation.
- Prior to providing services on campus, therapists must complete the School's Independent Related Service Provider Access, Assumption of Risk & Indemnification Agreement, all required OCFS forms, and any additional documentation requested by the School.
- Parents are responsible for notifying therapists when their child is absent or when school is not in session.

Scheduling and Designated Areas

- Therapy sessions must be coordinated with school administration and classroom teachers to minimize disruption to the Montessori work cycle, lessons, and daily classroom routines.

- Services will take place only in school-approved locations unless otherwise authorized by the administration.
- All scheduling, cancellations, make-up sessions, and communication regarding therapist availability remain the responsibility of the parent and therapist. School staff are not responsible for coordinating therapy schedules or communicating scheduling changes.

Professional Conduct and Safety

- Therapists must check in with the school office or administration upon arrival, sign all required visitor logs, including any OCFS-required documentation, and wear a visitor badge while on campus.
- Therapists must comply with all school policies, OCFS regulations, health and safety procedures, emergency protocols, and visitor requirements.
- All adults working within the classroom environment must maintain professionalism, confidentiality, and respect for classroom routines and school expectations.
- Therapists are expected to conduct services in a manner that minimizes disruption to classroom activities and the learning environment.
- Teachers are not responsible for implementing therapy programs but may collaborate with therapists when appropriate to support the child's success in the classroom.
-

Parent and School Communication

- To maintain transparency and a safe learning environment, the school may notify classroom families that a therapist or specialized service provider will be present in the classroom.
- The identity of the child receiving services will remain confidential and will not be disclosed to other families.
- Any communication to families will state only that a therapist or service provider will be present and will not identify the child receiving services.
- Classroom teachers and school staff may be informed of a child's services, as necessary, to coordinate supervision, classroom routines, and educational support, in accordance with FERPA and applicable privacy regulations.

Indemnification and Liability

- All therapists and service providers entering the school to provide services must sign the School's Independent Related Service Provider Access, Assumption of Risk & Indemnification Agreement before services begin.
- The school is not responsible for supervising, directing, evaluating, or implementing therapy services provided by outside professionals.
- Yellow Acorn Montessori assumes no responsibility or liability for the services provided by outside professionals or the outcomes of those services.

- Therapy services are provided independently of the school's educational program and remain the sole responsibility of the therapist, agency, and parent.

School Discretion

- The school reserves the right to approve, limit, modify, suspend, or discontinue on-site therapy services if administration determines that such services interfere with classroom routines, school policies, safety requirements, licensing regulations, or the overall functioning of the program.
- The school may discontinue private therapist services on campus at any time if the administration determines that continuing is not in the best interests of the classroom environment, students, staff, or the school community.
- The school reserves the right to deny access to any therapist who has not completed required documentation or who fails to comply with school policies, OCFS regulations, or professional expectations.
- For therapists assigned through EI or CPSE programs, concerns regarding services, conduct, or compliance may be communicated to the appropriate district, municipality, agency, or program representative.

Classroom Observation

- Therapists may occasionally need to observe a child in the classroom to better understand their participation in daily activities and routines.
- All classroom observations must be scheduled in advance and approved by school administration and the classroom teacher.
- Observations must be conducted in a manner that does not interfere with classroom lessons, the Montessori work cycle, or the privacy of other students.
- Therapists may observe only the child receiving services and may not photograph, record, or document other children in the classroom without written authorization from the school and applicable parental consent.

Use of Classroom Materials and Environment

- Montessori materials are part of a carefully prepared environment designed to support the developmental needs of all children.
- Therapists may use school-approved materials or designated therapy materials during sessions but must respect classroom procedures and the intended purpose of Montessori materials.
- Classroom materials may not be removed from the classroom or used in ways that interfere with classroom instruction unless approved by the classroom teacher or school administration.

Licensing, Insurance, and Compliance

- All outside therapists providing services on campus must maintain current professional licenses, certifications, and authorizations required by their governing agency, employer, EI program, or CPSE program.

- Therapists may be required to provide proof of professional liability insurance, agency authorization, background clearances, professional credentials, and other documentation requested by the school.
- All therapists must comply with school policies, OCFS regulations, health and safety requirements, confidentiality requirements, and all applicable federal, state, and local laws while on school premises.
- The School reserves the right to deny, suspend, or discontinue access to any therapist who does not meet these requirements or who fails to comply with School policies and procedures.

Photography, Recording, and Media Policy

- To protect the privacy and confidentiality of all children and families, therapists and service providers are prohibited from photographing, video recording, audio recording, live streaming, or otherwise capturing images or recordings of any child while on School premises unless expressly authorized in writing by School administration and the child's parent or guardian.
- Therapists may not use personal cell phones, tablets, cameras, smart watches, or other recording devices to photograph, record, or document children within the school environment.
- Therapists may not photograph, record, or document any child other than the child receiving services, and only when specifically authorized in writing by both the school and the child's parent or guardian.
- Any photographs, videos, recordings, notes, or documentation created as part of authorized services must be maintained in accordance with applicable privacy laws, professional standards, and agency requirements.
- Therapists and service providers may not post, share, publish, transmit, distribute, or otherwise disclose photographs, videos, recordings, student work, classroom images, or any identifying information regarding students, families, staff members, or the School on social media, websites, marketing materials, professional presentations, electronic communications, or any public platform without prior written authorization from School administration.
- The use of classroom photographs, videos, recordings, or student information for training, promotional, educational, or professional purposes is strictly prohibited unless approved in advance by the school and accompanied by all required parental consents.
- Any violation of this Photography, Recording, and Media Policy may result in immediate termination of access to School premises and notification to the therapist's employer, agency, municipality, school district, EI program, or CPSE representative, as applicable.

Families with questions regarding therapy services are encouraged to speak with the school administration. Our goal is to work collaboratively to support each child while

maintaining a peaceful, respectful, and developmentally appropriate Montessori learning environment.

KEEPING YOUR CHILD HEALTHY

Our goal is for all the children enrolled at Yellow Acorn School to have a healthy, productive school year. We are asking for your help in achieving this goal. The following guidelines will minimize the chances of your child contracting an illness during the school year.

- **Wash your child's hands before entering the classroom and when leaving the school.**
- **Teach your child how to blow his/her own nose and to wash his/her hands afterward.**
- **Teach your child to cough in his/her elbow.**
- **Teach your children to keep their hands out of their mouths and away from their faces.**
- **Keep your children home if they are sick or appear to be getting sick during the day. Young children who do not feel well do not enjoy their time at school.**

Hand Sanitizers are alcohol-based hand cleaners that provide a convenient, effective way to reduce the spread of germs. They are used for your child only under the direct supervision of a staff member when handwashing is not possible. They do not replace handwashing when children use the bathroom, nor are they used when children have eczema or cuts on their hands. If you do not want your child to use hand sanitizers, please notify your child's teacher in writing.

SICK POLICY

If your child will be absent, please let us know. Children who are absent for three or more days must have a doctor's note before returning to school. If your child falls ill during program hours, the child will be isolated in the classroom, and the parent/guardian will be notified to pick up the child within 30 minutes. This policy is subject to change in accordance with the governing agency's regulations.

EXCLUSION OF SICK CHILDREN

If your child is not feeling well, please do not bring them to school. If they are exhibiting symptoms beyond what appears normal for your child, please do not bring them to school. When your child's teacher conducts the daily health check, if (s)he determines that your child is exhibiting symptoms and is not well enough to attend school that day, you

will be asked to take your child home. Please respect that decision. Children should remain at home, symptom-free and without medication, for 48 hours. Clarification: Not 48 hours from when we call you, but symptom-free for 48 hours. If the child is out of school for 3 days, a doctor's note (stating that the child is not contagious and is able to return) will be required.

If anyone in your home (Mom, Dad, sibling, or grandparent) is not feeling well, please keep your child home for 24 hours. If your child remains symptom-free for 24 hours, they may return to school.

Sickness

If your child will be absent, please call the office and/or email the school.

Children with diarrhea, severe coughs, colds, fevers, heavy nasal discharge, or vomiting must be kept at home until their symptoms disappear.

If your child has been diagnosed with the flu or has had flu symptoms (fever of more than 100 F accompanied by other flu symptoms such as aches, cough, sore throat, etc.), your child should be kept at home for 7 days or 24 hours after the symptoms resolve, whichever is longer. Frequent hand washing is the best way to prevent the flu. We suggest washing your children's hands when they arrive at school, leaving school for the day, entering your home after being outside in the community, before meals, and before bed.

Please do not send your children in if you suspect they are ill. For example, if your child has a high fever, has vomited, or has green or yellow discharge from the eyes or nose, etc. If your child cannot go out to the playground because of illness, he/she belongs at home.

On occasion, a child may become ill while in school. Yellow Acorn's policy is to notify a parent and request that the child is picked up at school as soon as possible. Young children who are ill in school are a health risk to their classmates, and the teaching staff, and are generally uncomfortable. We appreciate your efforts to pick up your sick children in a timely manner!

If you have a caregiver who makes the decision on whether to send your child to school, please discuss our policy with him/her. We understand how difficult it is for ALL parents when their child is ill! The staff appreciates your cooperation with this difficult problem.

NOTIFIABLE COMMUNICABLE DISEASES

We are required by law to report any suspected case of notifiable communicable diseases to the local health department. It is the parents' responsibility to inform us of a notifiable communicable disease their child or children may have been exposed to. If your child is exposed to a notifiable communicable disease, our school will notify the parents/guardians of any children who may have been exposed as well and recommend that appropriate action be taken.

Lice

Yellow Acorn Montessori's Head Lice policy is committed to making every effort to control the spread of head lice. Head Lice always cause concern and frustration for parents, staff, and children. Head lice are not considered a communicable disease, and head lice infestation does not spread disease, but it can be transmitted through head-to-head contact with a person who has head lice or through contact with personal objects (for example: combs, hats, etc.).

To minimize the spread of head lice in our program, we have a no-lice, no-live-nits policy. Children who are found to have head lice (nits and/or live lice) will be sent home for treatment and will not be allowed to return until they are nit-free. While parents have the primary responsibility for detecting and treating head lice, our program will work cooperatively and collaboratively to assist all families in managing head lice effectively. If a child has live head lice present, they are to be excluded from the program until treatment has commenced and all live lice and eggs have been removed (the most important part of the treatment is the removal of eggs, either with a professional treatment, by hand or with a comb. Treating hair alone does not remove the lice and eggs). The procedure should be repeated in 7 days to ensure that any live eggs that weren't removed in the first course of treatment are killed off before hatching into lice. Washing and cleaning all belongings the child may have come into contact with, and disinfecting all major environments the child may be in, will prevent further spread.

Parents are encouraged to talk to:

- Let your children know that we conduct regular inspections in our programs.
- A trusted professional (doctor, pharmacist, naturopath, etc.) to determine the treatment that is appropriate and effective for your family.
- Please keep us informed if you have detected or treated your children for head lice.
- Wash bed rolls, backpacks, and all belongings, and try to disinfect any environments the child may have been in contact with.

ADMINISTRATION OF MEDICATION

Yellow Acorn Montessori will not administer any prescribed medications to children except in the event of an emergency. If your child has an allergy, asthma, a history of seizures, or any other serious medical condition that might require the emergency administration of medication, a health care plan will be written. A Request for Administration of Medication for each medication must be completed by your child's health care provider and signed by the parent. This form must be renewed by your child's health care provider every six months.

You can obtain a copy of the Request for Administration of Medication form on our website or by requesting it from the head teacher.

IMMUNIZATIONS

Immunization is required for all children who attend daycare. Parents must submit an official immunization record at the time of enrollment. This is a state requirement and must be enforced. We ask that each time your child has an immunization, you bring in a new form with the current dates and shots. The correct immunization form can be obtained from your pediatrician or local health department.

SUNSCREEN

Yellow Acorn Montessori recognizes the importance of protecting children from excessive sun exposure. To support safe and consistent sun protection, please review the following requirements:

Parent Responsibilities

Parents must complete and submit the **Non-Medication Consent Form (OCFS-6010)** in order for staff to apply sunscreen at school.

Parents are required to provide:

- An **unopened, unexpired** sunscreen
- Roll-on sunscreen only
- Broad spectrum, PABA-free, **SPF 15 or higher**
- Clearly labeled with the child's **full name** Please
- **Note** Sprays, aerosols, and creams are **not permitted**.

Storage Requirements

Sunscreen and the completed consent form must be placed in a:

- Clear plastic zipper-lock bag
- Labeled with the child's **name and photo**

- Sunscreen will be stored in the classroom in a **cool, out-of-reach location**, in accordance with OCFS regulations.

Application at School

Parents should apply sunscreen to their child **before the child arrives at school each day**. Staff will reapply sunscreen **once during the day, approximately 30 minutes before outdoor play**. Children who are outdoors between **11:00 AM and 3:00 PM** will be encouraged to use shaded areas when available.

Additional Sun Safety

To further support your child's protection from the sun, we encourage families to provide:

- Wide-brimmed hats (no strings)
- UV-protective sunglasses
- Sun-protective clothing
- Staff will also model and reinforce these sun safety practices throughout the day. Educational materials may be used in the classroom to help children develop lifelong sun protection habits.

PERSONAL BELONGINGS

Toys, jewelry, baby bottles, candy, etc. are best left at home or in the car. Such items are often lost and present a problem for the other children. Invite your child to leave such items in the car for the trip home. A child may bring in a book or music to share with the class. Special items such as shells, bird nests, or items from a family trip are also welcome. You should discuss with your child's teacher about the show-and-tell items before sending them in.

Pocket Treasures

From time to time every child takes things home from school, usually inadvertently. Often these items are very small in size like pennies or small gold beads. Frequently, these tiny treasures are a part of a classroom activity, and without them, the activity is incomplete. If any unidentified objects like this turn up at home, please return them to the school. We can usually tell immediately whether they are pieces of apparatus from the classroom or random objects picked up by a friend.

What Toddlers Do Not Need in School

Large blankets, bottles, pacifiers, etc., should be left at home or in the car. They should not be brought into school. We appreciate the fondness your child may have for these items, but they are not easily shared in a group setting and can, in fact, inhibit the separation

process. A small stuffed animal or similar transitional object is acceptable only for the initial separation adjustment. Please do not bring food or drink into your child's classroom unless you have discussed it with the classroom teacher first.

PROHIBITED SUBSTANCES

No person shall smoke, vape, use tobacco, or bring prohibited substances on the premises or in any vehicle being used to transport children during operating hours. No firearms are allowed on the school premises.

EMERGENCY CLOSING

Weather conditions that pose hazards from flooding, snow, ice, or extremely cold temperatures, severe enough to interrupt the transportation of pupils and staff to school, may result in a delay in starting time or the closure of the school. We may wait for the Scarsdale and Edgemont district superintendents to announce before deciding whether to close the program. Parents will be informed via email and text message. Please provide us with your updated daytime contact number. We highly recommend that each family create a strong support system for the timely pickup of their child and list all authorized pickup persons on their student's enrollment form.

PUBLIC POSTINGS

We may have postings for the public to view the following or similar items: State License, OCFS regulations, Health Care Plan, classroom rules, communicable disease chart, names of persons in charge, emergency plans for severe weather and evacuation, and fire statements.

STAFF QUALIFICATIONS

Our teachers are hired in compliance with the state requirements and qualifications, at a minimum. All staff will pass a criminal history records check and have current CPR & First Aid certifications. There will be at least one MAT (Medical Administration Training)-trained person in each classroom. All staff will participate in orientation and ongoing training on child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

PARENT - TEACHER COMMUNICATION

To ensure clear, consistent communication, parents should direct all questions, concerns, and information regarding their child to the Head Teachers. Head Teachers will communicate relevant information to Assistant Teachers as needed. To maintain confidentiality and professionalism, discussions regarding a child's progress, development, or individual needs should take place with the Head Teachers.

Please note that drop-off and pick-up times are not appropriate for lengthy conversations, as teachers must remain focused on supervising children and supporting classroom transitions. Parents are encouraged to contact Head Teachers by email or phone and should allow up to 24 hours for a response during regular school days.

If a matter requires immediate attention, please contact the Main Office directly.

PARENT-TEACHER CONFERENCES

Two conferences are scheduled each year. The first is conducted in late Fall/early winter, and the second is in Spring. We encourage both parents to be present at conferences whenever possible. At any time during the year, if you have any questions about the program, policies, or procedures, please speak with the site director or your child's classroom teacher. The director and teachers are always available for special conferences as needed. Children should not attend conferences. Please plan for their care.

Do not hesitate to ask questions or share information (e.g., illness, separation, a death in the family) with the staff. It helps us with your child if we are informed of anything unusual occurring within your family. Often, what is happening at home affects a child's behavior in the classroom. If more than a few minutes are needed to speak with a teacher, please schedule a conference or request a phone call. We will be happy to arrange one at a mutually convenient time.

BIRTHDAY OBSERVANCES

"We shall walk together on this path of life, for all things are part of the universe, and are connected with each other to form one whole unity." -Maria Montessori.

The Montessori birthday celebration, referred to as the "Celebration of Life," or "Walk around the Sun" is one of the most moving traditions we come together for in our classroom which combines your child's "first history" with scientific information, music,

performance, and general happiness into a short and lovely narrative of your child's life on earth. Parents are encouraged to attend this special event honoring their child.

During the Planning Stage:

- Please contact your child's classroom teacher to confirm the date and time well in advance of the celebration.
- Bring pre-prepared, ready to serve, individual servings of nut-free, healthy choices of freshly cut fruit or fresh vegetables. No juice boxes, please, no cupcakes or sugary treats.
- Students with food allergies or dietary preferences/restrictions may have special treats stored in class. They can eat during these special occasions.
- Select and bring a picture representing each year of your child's life. If your child is now 5 years old, bring 5 pictures (including one for the day (s)he was born.
- We refrain from distributing the goody bags on the school premises. You are welcome to come in with a special art, craft, or science project. Kindly discuss it with the teacher during the planning stage.
- Upon arrival, call the classroom number and wait until someone invites you to come into the room. Sign in the visitor log, sit down in the chair offered to you once in the classroom.

During the Celebration:

- The child who is being honored will be tasked with the responsibility of setting up the months of the year around a candle (which represents the sun).
- The child will be encircled by her parent/s, teachers and friends as s/he begins her/his journey (walk) around the sun while holding a globe. Each orbit around the sun represents 365 days, 12 months, or one year of that child's life. As we sing "The earth goes around the sun", this ritual is a reminder that on a deeper level, the child is experiencing time and place, geography and even history.
- The children listen intently as Mom and Dad show photos of their child and discuss major events and milestones that have occurred since the child entered the world.
- The lead teacher will lead you through a series of questions. When prompted, hold up the picture that shows your child when (s)he was first born and provide one short comment about this event. (Example: When Olivia was born, it was a rainy day in Mountain view, CA.)
- Your child will orbit one more time, kids will sing, and at the end of rotation the teacher will ask you another question regarding the first year's milestone, so on and so forth.

Montessori classrooms have mixed ages which allow children to reflect on what they were like at three years old and envision what they will be like when they turn five years old

when they see a visual timeline of their friend's birthday celebration pictures. Often, a child who was shy her first year, evolves into a confident second- and third-year student who proudly orbits the sun and even begins to interject as her/his parents and tell her/his story. It is a time for the child to reminisce on her life, to engage in public speaking, and to be celebrated by friends and united by love. The most beautiful aspect surrounding this occasion is the emphasis on being connected to the planet and sharing the miracle of human existence. We end the circle with a special song and sign "We celebrate your birth and your place on the earth, May the sun moon and stars bring peace where you are" in the tune of Happy Birthday to you. Parents are welcome to read one short book of their child's choice.

After the ceremony:

Children will be recognized in class on their birthdays with the Montessori Birthday Celebration. If you wish to send in a treat for your child's birthday, please speak with your child's teacher. We prefer that parents send in fruit, fresh vegetables, healthy crackers, or cheese. Do not bring in any sugary snacks and please be mindful of classroom allergies.

- **Yellow Acorn's Birthday Book Program** is a fun and easy way to celebrate your child's special day. Ask your child to pick a favorite book, then choose someone special in your child's life to visit us and read it to the class.
- **To commemorate your child's birthday, donate a copy of the book to the school.** An inscription form provided by the teacher will be placed inside the book with your child's name and birth date.
- ***For safety reasons, we cannot light birthday candles in the classroom.***
- ***We do not distribute goodie bags or gifts in the classroom. You may come in with an art, engineering, or science project that kids can take home as a keepsake. This must be discussed with your child's head teacher in advance.***
- You, your child, and a friend may help serve any food you have brought in.
- Help clean up and take all items that you have brought with you home.

PARENT VOLUNTEERS

A joint effort of parents and staff is the most effective way to provide a quality school environment. We welcome your visits and participation in our classrooms. Please speak with your child's teacher and/or the school director about how you can help or present on a topic in the classroom. You will receive notices about class parent meetings early in the school year. This is a wonderful opportunity for you to be actively involved in your child's school experience and to meet other parents.

Yellow Acorn Montessori is a non-denominational, secular community rooted in the Montessori pedagogy. We recognize that a child's cultural identity is a fundamental human need. Our goal is to provide an environment where global traditions and worldviews are respected and explored through an objective, sociological lens. We do not practice or promote a single faith; instead, we celebrate the diverse ways humans seek meaning and community. We invite families to share their traditions as part of our global curriculum, fostering a sense of belonging and mutual respect for all.

Although we cannot take our preschoolers on field site visits around the world to immerse them in diverse cultures, we can, in some ways, bring the world's cultures to our classrooms. By infusing cultural activities such as music and movement, art, storytelling, and food tasting, teachers can broaden their own and children's understanding and appreciation of diverse cultures, beginning with those represented in their own classrooms. Some developmentally appropriate activities include inviting parents to share special traditions through language, books, family photos, stories, culturally unique clothing, musical instruments, favorite songs, snacks, and celebrations. These activities provide a sense of belonging for every child in the program while helping children develop an appreciation for differences. For preschoolers, emphasizing the role of immersive sensory experiences in cultural learning is key.

We invite parents to partner with us to celebrate diversity in their classrooms by bringing authenticity to these presentations. Side by side with teachers, parents can help with childrens'

- Emerging Imagination
- Developing reason and abstract thought
- Developing morality and ethics
- Increased social awareness and social order
- Emerging global perspective
- Cosmic belonging – being a part of the greater

Prior to approaching your child's classroom teacher with any cultural presentations, please consider the following:

- Think through the activity's objectives, then discuss them with the head teacher. Some suggestions: introduce children to various cultures, familiarize them with the world, showcase basic historical concepts, introduce various art forms, instill respect for nature and ecological systems, expose them to a variety of cultural music, and enhance their auditory skills. Think about engaging children in activities that connect them to what they are already familiar with.

- Discuss clearly what materials you bring (name and author of book, brand of art materials, name/description of the cultural objects, ingredients of the food prep, recipe, etc.).
- Include visual information so that teachers can guide you to make the activity age-appropriate, check for any restricted food items due to allergies, and seek necessary permissions from other parents via the head teacher. If you bring any healthy food for tasting, please provide teachers with cutlery, paper plates, and bring the food ready to serve.
- Please note that goodie bags are not permitted for any presentations. You may engage the children in a project that will culminate in a take-home memento, such as paper lanterns, making or decorating clay pots with stickers/paint, making lucky charms, stapling red envelopes, etc. We encourage crafts that are instructional and educational, that are process-based and child-centered. All materials should be prepped and ready before parents arrive.

Upon arrival, sign the guest log, state the purpose of your visit, and obtain a visitor pass from the front desk. Administrators will guide you to the classroom.

After the presentation, please help teachers clean up the activity, sign out at the front desk, and return the visitor pass.

CLASSROOM OBSERVATION GUIDELINES

Parents are welcome to visit their child's classroom at any time after October 15th. We ask for this time at the beginning of the year to help all children settle into the school routine. We encourage all parents to try to come in for an observation or share an activity with their child's class at least once a year. Some ideas include sharing your family traditions, reading a favorite book, playing a game, teaching a song, cooking, and so much more! Please speak with your child's head teacher to arrange a good time to come in. Remember to stop by and observe a regular class day a couple of times during the school year. The more you visit, the more you will know about what is going on in the class!

Scheduling Your Observation

Parents are welcome to observe at any time; however, we recommend scheduling your visit through the office in advance. The best observation time is typically around 9:15 a.m., when children are fully engaged in their work cycle. Scheduling ahead also helps avoid overlap with other observers or special classes such as Music or Mandarin. Upon arrival, please sign into the guest sign book and state the time and purpose of your visit. Obtain the guest pass.

Preparing Your Child

Before your visit, please let your child know that you will be coming to quietly observe them working. Explain that you will sit in a designated chair for about 20 minutes and will return again at dismissal time. Please note that your child may behave differently than usual during your visit. Young children often find it challenging to balance their excitement about seeing a parent with maintaining their independence in the classroom.

During the Observation

If you are observing from the observation window, please remember to turn the hallway lights off. This way your child cannot see you. A designated observation chair will be provided for you. We kindly ask that you remain seated rather than moving around the classroom. Your child may approach you for reassurance or affection. A brief hug and gentle encouragement to return to work is usually most helpful. Please refrain from initiating conversations with children or teachers during the observation period. If another child greets you, feel free to respond politely and let them know you are there to observe their work.

Children may offer you snacks or beverages as part of their Grace and Courtesy or Food Preparation activities. You are welcome to politely accept or decline.

Kindly refrain from taking photos, audio recordings, or videos of children and staff. During classroom observations, photos and videos should not be taken inside the classroom.

During school-wide celebrations (such as Moving Up Days, holiday sing-alongs, performances, etc.), families should focus photos and videos specifically on their own child whenever possible and avoid capturing other children.

As part of our school policies, families complete photo consent forms regarding how and where their child's image may be used. Some families choose not to have their children photographed or to share them publicly, including on social media. We ask all families to help us honor and respect those preferences. If you need a picture with your child, you can ask the office to provide assistance in advance.

What to Observe

As you watch the classroom, you may notice:

- The variety of activities children choose
- Interactions between children
- Respect for the environment and classroom materials
- Different levels of concentration
- Growing independence and self-direction

Questions and Follow-Up

Please feel free to write down any questions or observations following your visit and leave them in the designated tray or hand them to the head teacher/s. A teacher will follow up

with you as soon as possible. We are also happy to schedule a meeting to discuss your observations further.

GIFTING GUIDELINES

If families would like to gift teachers or staff during the holiday season, Teacher Appreciation Week, or the end of the year, we ask that you follow school guidelines. Gifting is completely optional and never expected. Meaningful gestures, such as a handwritten note or a drawing from your child, are often the most cherished by our teachers. If you'd like to give a gift as a token of appreciation, we kindly request that you limit contributions to \$20 per family for the classroom teachers. This helps us maintain consistency and ensures that all members of our community feel comfortable and included.

Please know that your gratitude, trust, and partnership are truly the greatest gifts we receive.

MODIFICATIONS TO THIS OR OTHER POLICIES

Any policy that does not respect and promote the dignity, independence, integration, and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, protect our employees, and best serve our students. Yellow Acorn Montessori reserves the right to modify or change the policy anytime with notice to the families



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